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ABSTRACT

This workbook for vocational high school students with reading difficulties contains instructional materials on twenty different vocational areas. The introductory note indicates that it was written with as low a readibility level as was practical to enable the students to read as much as possible without interruption. The content is in twenty three- to four-page units, each one centering around a different occupational area. Each unit includes a short (one-page) reading selection describing the occupation and five written exercises relating to ten specific words taken from the selection. Unit titles are Auto Body, Auto Mechanics, Baking, Carpentry and Cabinetmaking, Electrical Trades, Fashion Design, Commercial Foods, Health Occupations, Ornamental Horticulture, Plumbing, Painting and Decorating, Machine Shop, Upholstery, Welding, Graphic Arts, Air Conditioning and Refrigeration, Commercial Art, Drafting, Cosmetology, and Diesel Mechanics. Lists of the vocabulary words, alphabetical and by unit, are appended. (EM)

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State of New Jersey
Department of Education
Division of Vocational Education

TWENTY TRADES TO READ ABOUT

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NATIONAL INSTITUTE OF EDUCATION

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TO THE TEACHER

This book has been written specifically for students with reading difficulties.

Centering around 20 different vocational areas, each of the units contains a short reading selection and five different exercises relating to 10 specific words taken from the selection.

This workbook was written with as low a readability level as was practical, to enable the student to read as much as possible without interruption. This, hopefully, will motivate the student to read more without frustration.

It is recommended that the instructor read the selection initially with the students. There will be many words that will need to be explained – generally technical terms related to the trades. The words selected to be really learned by the students, however, are likely to be more general terms that will be relevant to the students' own preparation for the future.

After the class thoroughly explores the meanings of the 10 selected words in each unit, the student should do as many of the exercises as possible without any help from the instructor.

It is recommended that the units be taken up in the order given, as an attempt has been made to reinforce learning by repeating many of the words in subsequent units once they have been studied.

UNIT 1

AUTO BODY

UNIT 1: AUTO BODY

An auto body shop repairs and paints damaged cars and trucks. Most of the work is done on the outside of cars. The repairers must often straighten bent frames and weld torn metal.

Auto body repairers remove dents in the automobile body. They replace parts of the body that need new sheet metal, glass, or trim.

When a job is started, many decisions must be made. First, repairers find out which parts are to be fixed or replaced. They must also estimate the cost of the repairs and the time needed to do the work.

An auto body shop may also paint old or damaged vehicles. Sometimes the old paint is chipped and there are rusty spots. Sometimes parts have been damaged in traffic accidents.

There are many different kinds of jobs to do in auto body repair work. Each damaged car is a different problem. Auto body repairers must have a good knowledge of automobile construction and repair. They must know the best way to fix each part.

This is a very good business to be in. Every year more cars are on the road. More cars make more accidents. Accidents make more work for the auto body repairers.

A. Find these 10 words in the story and underline them.

damaged (DAM ijd)	vehicles (VEE i kulz)
automobile (au tuh muh BEEL)	repair (ree PARE)
straighten (STRATE en)	knowledge (NOLL idj)
decisions (dee SIZH enz)	construction (kun STRUK shun)
estimate (ESS ti mate)	business (BIZ nis)

B. Match each word with its correct meaning.

1. automobile	____	a. to fix
2. business	____	b. a four-wheeled vehicle used to carry people from place to place.
3. construction	____	c. to figure out ahead of time what something will cost
4. damage	____	d. make straight; unbend a thing that has been bent out of shape
5. decision	____	e. a trade or kind of work
6. estimate	____	f. something with wheels used to carry people or things
7. knowledge	____	g. what someone knows
8. repair	____	h. harm to a person or property
9. straighten	____	i. making up your mind about something
10. vehicle	____	j. the way something is made

C. Unscramble the letters to find the 10 vocabulary words.

struccontion _____

pairre _____

mobileauto _____

mateesti _____

tenstriahg _____

nessibus _____

hicveles _____

ledgeknow _____

magedda _____

sionsdeci _____

D. Write in the best word or words to complete each sentence below. Choose from these words.

estimates	straighten	decisions	knowledge	repair
business	construction	vehicles	automobile	damaged

1. Auto body repairers must have a good _____ of how to _____ cars.

2. A repairer makes many _____ when a job is started.

3. A repairer _____ how much a job will cost.

4. An _____ body shop repairs _____ parts.

5. A body shop paints old _____

6. Repairers must often _____ bent frames, so they should knew _____ of a car.

7. An auto body shop is a good _____ to go into.

E. Write *True* or *False* for each sentence.

_____ 1. Auto body repairers work mostly on the inside of a car.

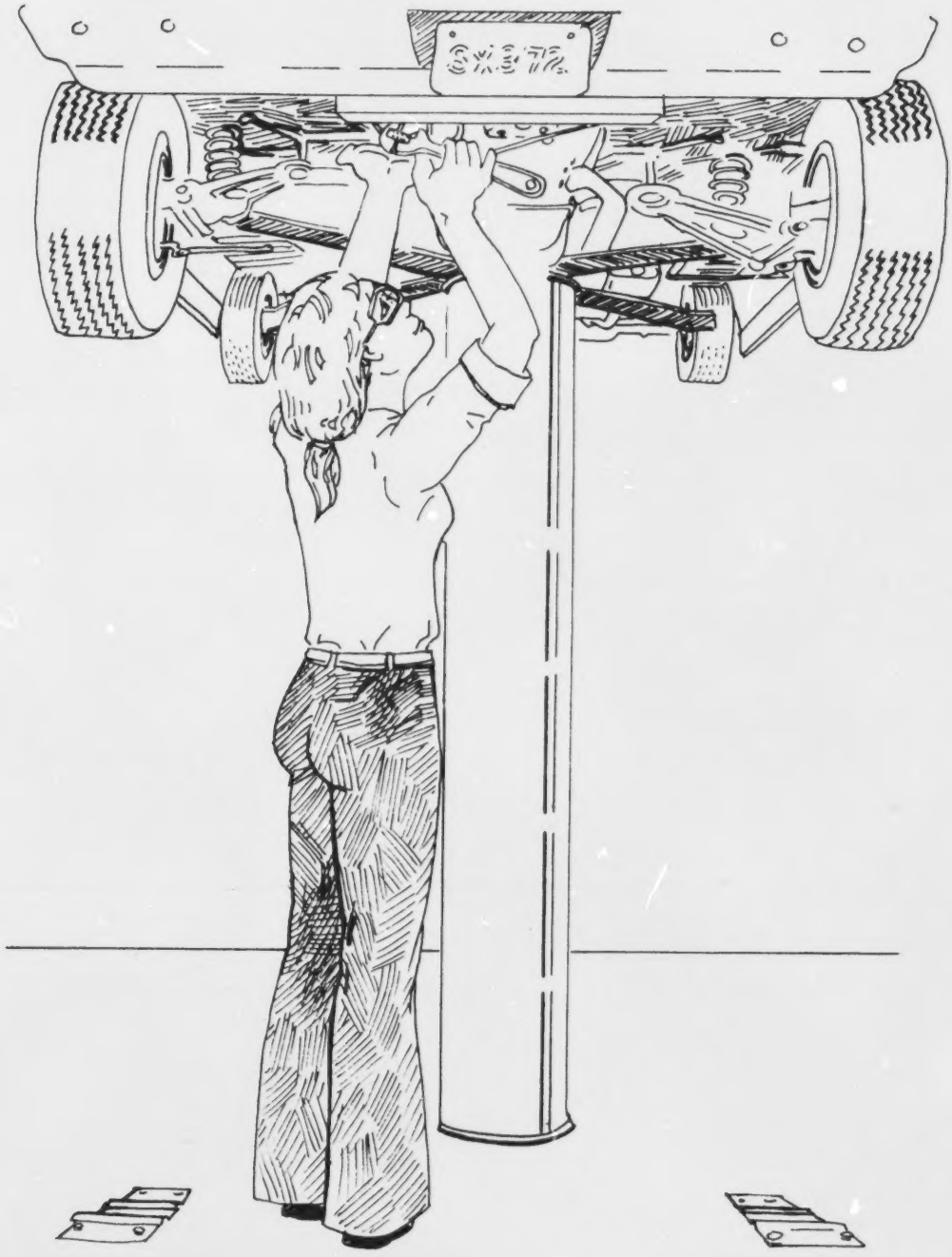
_____ 2. The cost and time of the repairs is estimated before the job is done.

_____ 3. A repairer doesn't need much knowledge of automobile construction.

_____ 4. Sheet metal, glass, and trim are all parts of an auto body.

_____ 5. Each damaged car is a different problem.

UNIT 2



AUTO MECHANICS

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UNIT 2: AUTO MECHANICS

Turning 17 and getting your first car is exciting. You never think that it may need repairs. You never think that it may break down. Anyone with a car, though, will surely have to see an auto mechanic at some time.

Auto mechanics maintain cars. They keep cars in good running order. They diagnose troubles and make repairs.

Using a check list, auto mechanics will examine important parts of a car. They check to see if any parts are badly worn. They may have to adjust these parts or replace them. The mechanic needs many skills.

The hardest part of being an auto mechanic is diagnosing a problem. The mechanic should have the ability to find what has caused a breakdown. Mechanics must know a lot about cars to find out what is wrong.

Most automobile mechanics make many different repairs. Some mechanics may choose one special kind of work they are good at, like brakes or transmission.

Some auto mechanics own a gas station. They may hire someone to pump the gas. The mechanic makes repairs and sells tires and other parts. Mechanics check repair manuals and parts catalogs to help them in their work.

There are jobs for many auto mechanics. More cars are sold every year. The best part of being an auto mechanic is that you can fix your own car free of charge.

A. Find these 10 words in the story and underline them.

maintain (mane TANE)	ability (uh BILL i tee)
order (OR der)	manuals (MAN you ulz)
skills (SKILZ)	catalogs (KAT uh logz)
diagnose (dye ig NOHS)	every (EV ree)
adjust (uh JUST)	charge (CHARJ)

B. Match each word with its correct meaning.

1. ability	_____	a. a book that shows things for sale and tells how much they cost.
2. adjust	_____	b. condition where every part is the way it should be.
3. charge	_____	c. to keep something in good shape or condition
4. diagnose	_____	d. being able to do a thing or solve a problem
5. every	_____	e. to find out what is wrong by careful study
6. catalog	_____	f. change something a little to make it right
7. maintain	_____	g. being able to use hands or tools very well
8. manual	_____	h. each one
9. order	_____	i. price, cost
10. skill	_____	j. a book that tells how to do things

C. Write in the word that is the best answer to complete the sentences.

1. Auto mechanics keep cars in good running_____

a. garages	c. odor
b. order	d. water

2. Diagnosing car breakdowns is a difficult_____

a. thrill	c. skill
b. habit	d. check

3. Repairs can be avoided if a car is properly _____

a. stolen
b. crashed
c. maintained
d. washed

4. The mechanic can look up things in a repairer's _____

a. manual
b. ability
c. order
d. vehicle

5. The mechanic needs to know how to _____ worn parts.

a. charge
b. catalog
c. order
d. adjust

D. Make as many new words out of these vocabulary words as you can.

1. ability: _____

_____

2. maintain: _____

_____

3. charge: _____

_____

4. diagnose: _____

_____

5. catalog _____

_____

E. Write in the best word or words to complete each sentence. Choose from these words:

order	maintain	ability	skills	manuals
every	diagnose	charge	adjusted	catalogs

1. To fix vehicles, a mechanic needs many _____

2. The mechanic should have the _____ to _____ the cause of a breakdown.

3. Parts _____ give information about parts to order and how much to _____

4. To _____ a car, you should have a mechanic check it and see that it is in good running _____

5. _____ mechanic needs to check repair _____

UNIT 3

BAKING

UNIT 3: BAKING

Walking into a bakeshop isn't only a treat for your eyes, but also for your nose! Smells from many baked products are an invitation to peek inside. The delicious-looking breads, rolls, cakes, pies, and cookies are all made by the bakers in the shop.

Conditions in the work area must be sanitary. Each baker wears a clean, white uniform and a hat or hairnet. A baker's utensils are kept just as clean.

When preparing baked goods, a baker will measure the ingredients carefully. Flour, butter, milk, sugar, yeast, and shortening are some of the ingredients used in a bakeshop.

In one corner of a bakeshop, a baker will be baking breads in an oven. The temperature is watched closely. Another worker weighs dough and cuts off pieces. The pieces are rolled into shapes.

Many small bakeshops sell to the consumer. Hotels, grocers, restaurants, hospitals, and schools are customers of larger bakeshops.

Making baked goods starts with buying all the products needed and ends with selling those delicious-smelling things. A baker must be a hard worker. But the lucky baker can eat his work!

A. Find these 10 words in the story and underline them.

products (PROD ukts)	ingredients (in GREED i ents)
invitation (in vi TAY shun)	yeast (YEEST)
delicious (dee LISH us)	temperature (TEMP ruh chur)
sanitary (SAN i tuh ree)	dough (DOH)
utensils (you TEN silz)	consumer (kun SUME er)

B. Match each word with its correct meaning.

1. consumer	_____	a. kitchen tool
2. delicious	_____	b. a mixture of flour and other foods that go into making breads, rolls, pies, etc.
3. product	_____	c. parts of a mixture
4. dough	_____	d. a person who buys things to use them
5. ingredients	_____	e. very good to taste or smell
6. invitation	_____	f. very clean
7. sanitary	_____	g. anything made in a shop or factory or grown on a farm
8. temperature	_____	h. how hot or cold something is
9. utensil	_____	i. tiny, tiny plants that grow in dough and are used to make breads rise (swell up) before baking.
10. yeast	_____	j. an asking to come in

C. Unscramble the letters to find the 10 vocabulary words.

silsuten _____

steay _____

tureatemper _____

tarysani _____

ghoud _____

ductspro _____

deciousli _____

ersumcon _____

tioninvita _____

ientsgredin _____

D. Write in the best word or words to complete each sentence. Choose from these words.

yeast	utensils	temperature	sanitary	delicious
dough	products	ingredient	consumer	invitation

1. To make _____ rise, a baker uses _____

2. Bakeshops sell many different _____

3. A _____ buys a bake shop's products.

4. To bake a cake, a baker measures the right amount of each _____

5. Kitchen tools are called _____. They must be kept _____

6. The _____ smells of a bakeshop are an _____ to walk inside and buy the goods.

7. The _____ of an oven must be watched carefully.

E. Write *True* or *False* for each sentence.

_____ 1. The condition of a bake shop should be dirty.

_____ 2. Oven temperature is very important.

_____ 3. A baker's utensils should be sanitary.

_____ 4. Flour makes bread dough rise.

_____ 5. Ingredients should not be measured.

CARPENTRY & CABINETMAKING

UNIT 4

UNIT 4: CARPENTRY AND CABINETMAKING

As you look at a piece of lovely furniture, you may wish you could be a carpenter or cabinetmaker.

Carpenters and cabinetmakers work at cutting, shaping, and fastening pieces of wood together. Carpenters and cabinetmakers do different kinds of jobs, but both work with wood.

Carpenters work in construction and repair. They build the frames of buildings. A carpenter needs the skill to make floors, frames, and roofs. Carpenters also install siding, trim, doors, and windows.

Cabinetmakers are skilled workers who make fine furniture out of wood. Cabinetmakers need a lot of patience to get the furniture just right.

Carpenters and cabinetmakers must be able to read blueprints and to measure accurately. They need a knowledge of woods and other building materials. They also should know the best ways of fastening materials with nails, screws, bolts, or glue.

These workers are skillful in using different hand and power tools to do their jobs well.

Carpenters and cabinetmakers must be very accurate in their work. Making the frame of a house, or building a chair or table, can be very hard work. These workers are very proud of the job they do.

A. Find these 10 words in the story and underline them.

furniture (FUR ni chur)	frames (FRAYMZ)
fasten (FASS en)	install (in STALL)
together (tuh GETH er)	patience (PAY shuns)
different (DIFF rent)	measure (MEZH er)
build (BILD)	accurately (AK yuh rut lee)

B. Match each word with its correct meaning.

1. accurate	_____	a. to find the size of something
2. fasten	_____	b. the strongest part of a construction, which holds the other parts
3. build	_____	c. large things, articles used in a house, like tables and chairs
4. together	_____	d. without mistakes
5. different	_____	e. build something into its right place
6. furniture	_____	f. put things together with nails, screws, glue, etc.
7. measure	_____	g. with each other as one thing
8. patience	_____	h. to make something by putting materials together; construct
9. frame	_____	i. not the same; not like something else
10. install	_____	j. willingness to go slow so that something will happen the way you want it to

C. Circle the 10 vocabulary words in the puzzle. They may go across or down.

accurate	C	F	A	S	T	E	N	D	E	B
fasten	G	B	T	W	F	F	I	R	S	V
build	D	I	F	F	E	R	E	N	T	I
together	M	I	N	S	T	A	L	L	O	L
different	E	F	L	A	J	M	A	Q	G	D
furniture	A	P	A	T	I	E	N	C	E	Z
measure	S	E	A	C	C	U	R	A	T	E
patience	U	V	B	H	L	I	C	P	H	O
frame	R	K	H	M	X	D	G	N	E	Y
install	E	F	U	R	N	I	T	U	R	E

D. Write *True* or *False* for each sentence.

_____ 1. Cabinetmakers build house frames.

_____ 2. Carpentry does not take much skill.

_____ 3. The cabinetmaker needs a lot of patience.

_____ 4. Construction is a carpenter's work.

_____ 5. Measurement is not important to a carpenter.

E. Circle the word (or words) that mean the same thing as these vocabulary words.

1. different: the same not the same delicious

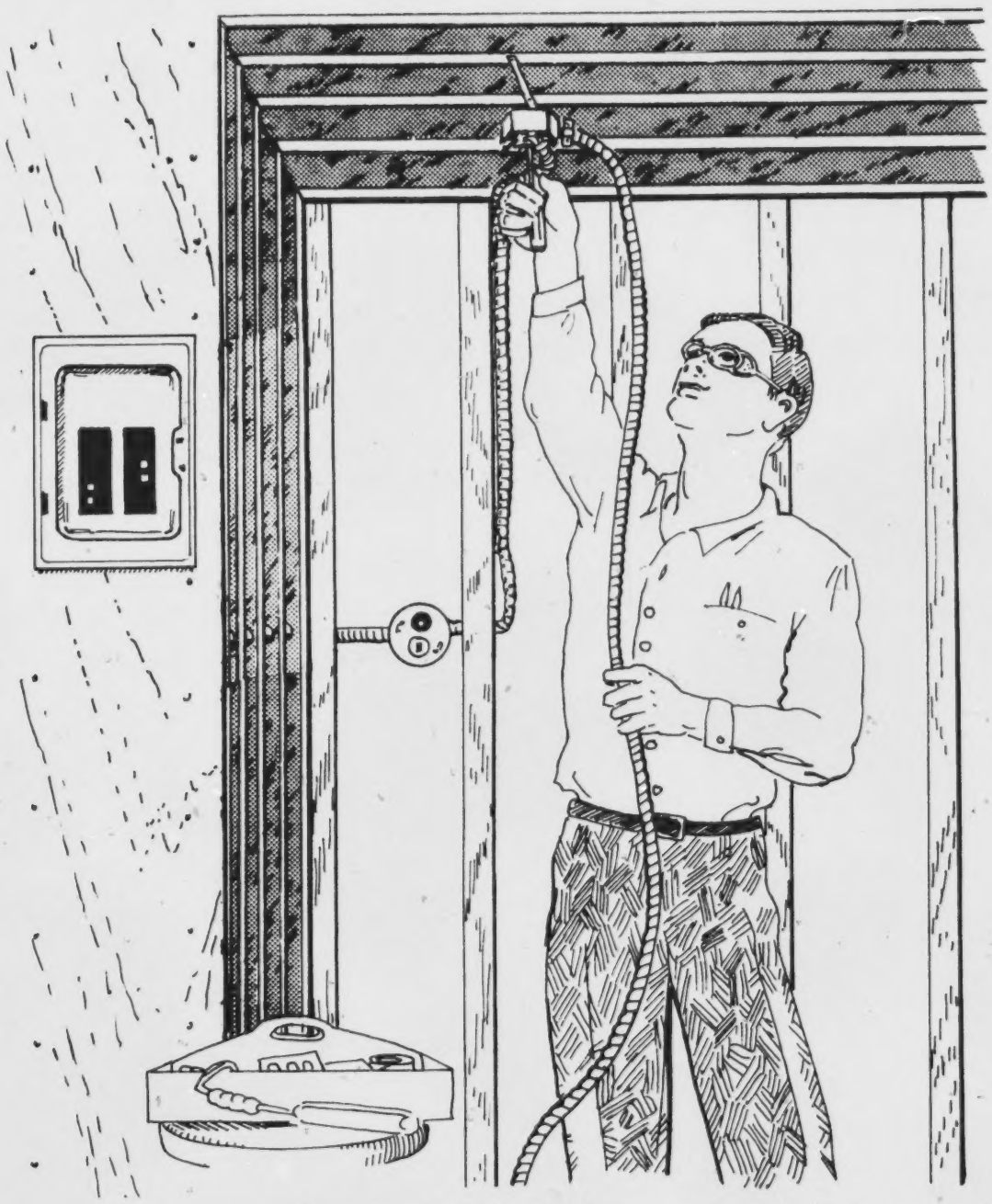
2. build: spoil table construct

3. accurate: without mistakes watch building

4. fasten: furniture soften put together

5. measure: guess find the size accurate

UNIT 5



ELECTRICAL TRADES

UNIT 5: ELECTRICAL TRADES

When you plug a lamp into a socket, you want the bulb to give you light. Electricians keep electrical systems and electrical equipment in good working order. They read blueprints of wiring. They cut, bend, measure, and install wiring for lights and appliances. They make repairs when things go wrong.

Installing and fixing all kinds of electrical things is only part of an electrician's job. Electricians make regular checkups of equipment to find and correct defects before breakdowns happen.

When trouble happens, they must find the cause and make repairs quickly. People cannot get along without electricity.

Working in this trade requires much knowledge, because of the danger in working with electricity. A mistake could cause a fire or could kill someone. That is why electricians must get a license before they can start working.

Electricians do not work in the same place every day and so they meet a variety of people on the job.

A. Find these 10 words in the story and underline them.

socket (SOK it)	defects (dee FEKTS)
systems (SIS temz)	requires (re KWIREz)
equipment (ee KWIP muhnt)	danger (DAYN jer)
appliances (uh PLY un sez)	license (LYE sens)
regular (REG you ler)	variety (va RYE i tee)

B. Match each word with its correct meaning.

1. variety	_____	a. a place where something can be connected to the electrical system
2. danger	_____	b. a paper that says it is all right for you to do something
3. defect	_____	c. different kinds of machinery and supplies all together
4. equipment	_____	d. a set of things forming one whole thing
5. license	_____	e. need to have
6. appliance	_____	f. a chance of harm
7. regular	_____	g. many different kinds
8. require	_____	h. happening again and again
9. socket	_____	i. a large tool or small machine used to do work
10. system	_____	j. a bad or weak spot

C. Unscramble the letters to find the 10 vocabulary words.

gerdan _____

ketsoc _____

gularre _____

guireres _____

quipement _____

temssys _____

fectdes _____

rievaty _____

censlie _____

pliapances _____

D. Write in the best word or words to complete each sentence.

appliance	variety	defects	danger	equipment
systems	socket	regular	license	requires

1. An electrician must get a _____ before he can start work.

2. Electricians keep electrical _____ and _____ in good working order.

3. You plug a lamp or an _____ into a wall _____

4. Working in the electrical trade _____ much knowledge, because of the _____ in working with electricity.

5. _____ checkups of equipment are good so the electrician can find and correct _____

6. Would you like to meet a _____ of people on a job?

E. Make as many new words out of these vocabulary words as you can.

1. equipment _____

_____

2. danger _____

_____

3. regular _____

_____

4. appliance _____

_____

5. socket _____

_____

UNIT 6

FASHION DESIGN

UNIT 6: FASHION DESIGN

Shopping for new clothes is a lot of fun. Looking at the prices always makes you wish that you were rich.

Designing clothing is a very interesting trade. Patience is needed to do this work well.

People who sew at home buy a pattern in a store. They buy material to use with the pattern. They pin the pattern pieces to the cloth, cut out the pieces of cloth, and sew them together.

Fashion designers create their own designs and patterns for men, women and children. They design all kinds of clothing. Some designers design shoes, hats, jewelry, scarves, or beachwear.

A designer gets an idea for a garment and draws a picture. The designer then cuts out pieces of muslin to make the garment. The muslin pieces are sewn together and fitted on a model.

A paper pattern is made just like the pieces of muslin. Then sample garments are made from the pattern to sell to buyers. They may be shown at a fashion show. The buyers buy the garments for their stores. Consumers buy the garments from the stores.

Some fashion designers work for pattern-making companies. People who sew at home look at pictures of the garments in a catalog, Then they buy the patterns and sew the garments themselves.

Fashion designers must be creative and able to work well with their hands.

A. Find these 10 words in the story and underline them.

design (dee ZINE)	create (kree ATE)
clothes (KLOHZ)	idea (eye DEE uh)
always (ALL wayz)	garment (GAR ment)
pattern (PAT ern)	picture (PIK cher)
piece (PEES)	sample (SAM pul)

B. Match each word with its correct meaning.

1. always	_____	a. a single piece of clothing
2. clothes	_____	b. a thing to copy exactly, such as pieces to make a certain garment
3. picture	_____	c. any drawing, painting, or photograph
4. piece	_____	d. all the time
5. idea	_____	e. one thing made to show what others are like
6. pattern	_____	f. things you wear to cover the body
7. garment	_____	g. a single thing out of a group of things
8. design	_____	h. to make a thing that has not been made before
9. sample	_____	i. a plan in the mind; a thought
10. create	_____	j. a drawing or plan for something you want to make

C. Write *True* or *False* for each sentence.

_____ 1. Most people do not need a pattern to make a garment.

_____ 2. Designers draw pictures of their ideas for garments.

_____ 3. Some fashion designers design things like shoes, swim suits, or hats.

_____ 4. Sample garments are shown at a bakeshop.

_____ 5. Some fashion designers work for pattern-making companies.

D. Write in the word that is the best answer to complete the sentences.

1. People who sew at home buy a _____ in a store.

   a. model
   b. pattern
   c. catalog
   d. vehicle

2. Fashion designers create their own _____

   a. tools and equipment
   b. models and materials
   c. designs and patterns
   d. furniture and frames

3. A designer gets an idea for a garment and _____

   a. sells it to a store
   b. draws a picture
   c. sews it together
   d. gives a fashion show

4. The designer makes a garment out of _____

   a. paper dolls
   b. circles
   c. burlap
   d. muslin

5. Sample garments may be shown at a _____

   a. fashion show
   b. auto repair shop
   c. bakeshop
   d. fashion design

E. Write in the missing word. Use the list of 10 vocabulary words to help you.

1. A p _ _ _ _ _ _ may be a drawing, painting, or photograph.

2. An i _ _ _ is a plan in the mind. Creative people have a lot of them.

3. A s _ _ _ _ _ is one garment made to show what all the garments will look like.

4. Shopping for new c l _ _ _ _ _ can be lots of fun.

5. Muslin p _ _ _ _ s are sewn together to make a garment.

UNIT 7

COMMERCIAL FOODS

UNIT 7: COMMERCIAL FOODS

Eating out is something most people enjoy. If you are the cook in your home, a meal in a restaurant will taste extra good to you.

Cooks and chefs prepare and cook food in large amounts. They buy the food, decide how much will be used, plan menus and decide what to charge.

A cook may prepare one special type of food, like soups or salads. A chef is responsible for all the work done by the cooks and other kitchen help.

Students in Commercial Foods learn to bake, broil, and prepare food, and to use and care for kitchen equipment. They know how to select and store food, use leftovers, decide the size of portions, and plan menus.

Rules for handling foods and keeping the kitchen sanitary are part of their training.

Cooks and chefs must be clean and have a good sense of taste and smell. Many chefs spend time creating new recipes.

Cooks and chefs work in many different places. They are needed in restaurants, hotels, hospitals, industries, companies, schools, stores, ships, trains, and private clubs.

The need for cooks and chefs will increase as people eat more meals away from home. Wives who work at jobs outside their homes like to have some of their meals in restaurants.

A. Find these 10 words in the story and underline them.

enjoy (en JOY)	responsible (ree SPON si bul)
meal (MEEL)	select (see LEKT)
prepare (pree PARE)	portions (POR shunz)
large (LAHRJ)	recipes (RES i peez)
menus (MEN youz)	increase (in KREES)

B. Match each word with its correct meaning.

1. enjoy	_____	a. to make ready ahead of time
2. increase	_____	b. big
3. responsible	_____	c. all the food eaten at one time of the day
4. large	_____	d. ingredients and instructions for making a food dish
5. portion	_____	e. to like doing something
6. meal	_____	f. to choose, pick out what you want
7. menus	_____	g. to get bigger
8. prepare	_____	h. the amount served to one person
9. recipe	_____	i. Being like a boss over others – making sure that the work they do is done right
10. select	_____	j. lists of foods that may be ordered, and how much each costs

C. Unscramble the letters to find the 10 vocabulary words.

joyen _____

lectse _____

nusme _____

sponresible _____

ciprees _____

geral _____

parpree _____

creasine _____

tionspor _____

elam _____

D. Write in the right word or words to complete each sentence below. Choose from these words:

enjoy	large	prepare	responsible	increase
menu	select	meal	recipe	portion

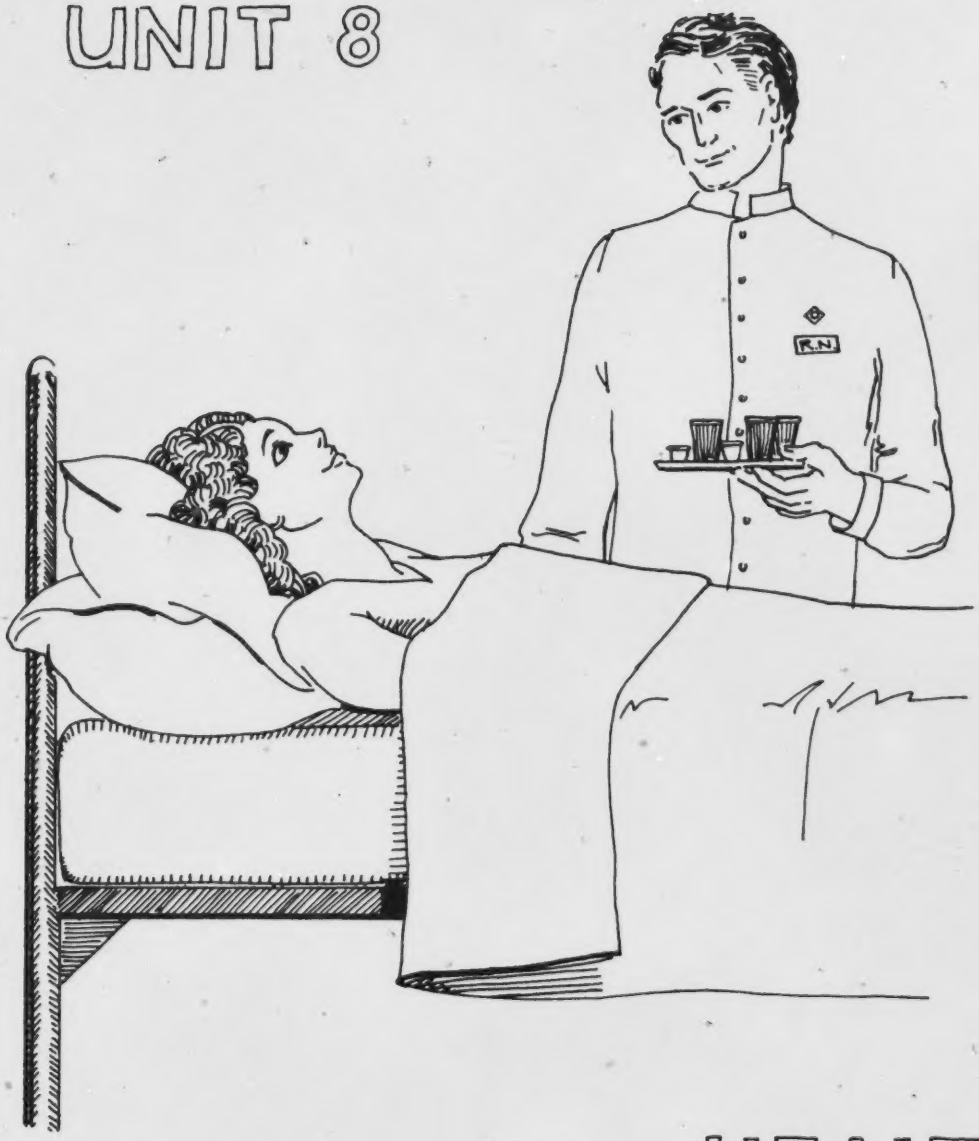
1. As more women work outside their homes, there is an _____ in the number of people eating out.
2. Most people _____ eating a _____ that they don't have to _____ themselves.
3. A chef will _____ the foods to put on the _____ for the day.
4. A good cook uses a _____ to make sure the food comes out right.
5. Cooks prepare foods in _____ amounts.
6. A chef is _____ for work done by others.
7. A cook needs to know the size of each _____

E. Circle the 10 vocabulary words in the puzzle. They may read across or down.

enjoy
increase
responsible
large
portion
meal
menu
prepare
recipes
select

I	C	O	P	O	R	T	I	O	N	I
N	D	U	R	E	C	I	P	E	S	Z
C	M	B	E	V	J	A	P	H	X	S
R	E	S	P	O	N	S	I	B	L	E
E	N	L	A	R	G	E	M	E	A	L
A	U	L	R	S	E	F	G	S	M	E
S	K	O	E	N	J	O	Y	N	O	C
E	S	T	L	Z	A	Q	U	I	N	T

UNIT 8



HEALTH OCCUPATIONS

UNIT 8: HEALTH OCCUPATIONS

Would you rather visit a hospital or be sick in one? If you are unlucky enough to have to stay in the hospital for a while, at least it is nice to have well-trained nurses looking after you.

Nurses have a variety of duties. They care for and comfort the sick and the injured. Some of the nurses are called registered nurses. They have the most knowledge. Some registered nurses are responsible for the work of other nurses. They carry out the doctor's orders.

Licensed practical nurses give care to sick, injured, and other patients. They get their orders from the doctors and registered nurses.

Nursing aides help the others to care for patients. They serve meals, feed patients, make beds, and wash and dress patients. They may also give rubdowns, take temperatures, and help patients in getting out of bed and walking.

Besides working in a hospital, practical nurses may also work in people's homes to give day-to-day patient care.

People who go into nursing should really like working with people. They must work closely with other hospital workers and care for patients who are sick, uncomfortable, and unhappy.

People in health occupations must be dependable. They must keep calm in an emergency, since lives depend on them. Most nurses are patient and understanding in caring for sick people.

A. Find these 10 words in the story and underline them.

occupation (ok yuh PAY shun)	practical (PRAK ti kul)
hospital (HOS pi tul)	patients (PAY shuntz)
nurses (NER sez)	people (PEE pul)
duties (DOO teez)	calm (KAHM)
orders (OR derz)	emergency (ee MER jin see)

B. Match each word with its meaning.

1. calm	_____	a. sudden need for action
2. duty	_____	b. having to do with action and practice more than with ideas and thinking.
3. emergency	_____	c. quiet, not excited
4. nurse	_____	d. a telling what to do; command
5. order	_____	e. a sick person
6. practical	_____	f. men, women, boys, and girls
7. hospital	_____	g. something a person has to do on the job.
8. people	_____	h. someone who takes care of sick people
9. patient	_____	i. trade, work, business – what you do to earn money
10. occupation	_____	j. a large building where people get help when sick or injured.

C. Make as many new words out of these vocabulary words as you can.

1. hospital: _____

_____

2. occupation: _____

_____

3. patient: _____

_____

4. people: _____

_____

5. emergency: _____

_____

D. Write in the word or words that complete the sentences best:

1. Licensed _____ nurses care for sick and injured patients.

a. practicing
b. pratical
c. principal
d. practical

2. People in health occupations should like working with _____

a. people
b. hotdogs
c. bedpans
d. danger

3. Some nurses may work in _____ rather than in a hospital.

a. night clubs
b. animal clinics
c. people's homes
d. fashion shows

4. Nurses must be _____ in an emergency.

a. clams
b. scared
c. sleeping
d. calm

5. Nursing aides _____ meals to patients.

a. throw
b. serve
c. steal
d. charge

E. Write in the word that completes the sentence.

1. Would you rather visit a h _ _ _ _ _ _ l or be sick in one?

2. A hospital may have registered n _ _ _ _ s, licensed p r _ _ _ _ _ _ _ nurses, and nursing aides.

3. Nurses must carry out a doctor's o _ _ _ _ s.

4. All nurses have a variety of d _ _ _ _ s.

5. The sick and injured people in a hospital are called p _ _ _ _ _ _ s.

UNIT 9

ORNAMENTAL HORTICULTURE

UNIT 9: ORNAMENTAL HORTICULTURE

All people enjoy sitting in a park that has a lot of trees and flowers and grass. It is nice also to receive a plant or flowers as a gift.

Ornamental horticulturists make these things possible. Workers in these occupations have many different duties. Some work in greenhouses. They grow flowers and plants for florists. They learn to grow many different kinds of flowers. They grow some from seeds and some from cuttings.

Florists must know how to care for cut flowers and potted plants. They must be able to make flower arrangements of all kinds.

Some workers plant and care for landscapes. Landscapes include the grounds and trees in parks and along public highways. They also maintain some private areas. These include the grounds around some factories, businesses, and people's houses.

Landscapers plant all these areas with trees, flowering plants, and bushes. They maintain the plants and the grassy areas. They work to keep an area looking as natural as possible.

All horticulturists work to create beautiful things. Plants and flowers are things all people want to have around them.

A. Find these 10 words in the story and underline them.

receive (ree SEEV)	public (PUB lik)
greenhouses (GREEN houzez)	private (PRY vit)
florists (FLOR ists)	include (in KLOOD)
arrangements (uh RAYNJ mentz)	area (AIR ee uh)
landscapes (LAND skayps)	natural (NACH er uhl)

B. Match each word with its correct meaning.

1. landscape	_____	a. a person who sells flowers
2. greenhouse	_____	b. belonging to all the people
3. public	_____	c. the things you see growing on the land
4. private	_____	d. to count something as part of a larger group
5. receive	_____	e. a building covered with glass, used for growing plants and flowers
6. florist	_____	f. a place for some special purpose
7. area	_____	g. belonging to one person or a few people
8. include	_____	h. made by nature, not by people
9. natural	_____	i. the way in which things are put together
10. arrangement	_____	j. to get

C. Write *True* or *False* for each sentence.

_____ 1. Florists plant and care for landscapes.

_____ 2. Flowers may be grown from seeds or cuttings.

_____ 3. Greenhouses are used to store green vegetables.

_____ 4. The flowers or plants you receive as a gift may have been grown by an ornamental horticulturist.

_____ 5. Buildings and streets make a landscape.

D. Circle the word that means the same thing as the vocabulary word.

1. area: place air beginning

2. include: to take away to finish to count in

3. receive: to refuse to get to plant

4. natural: green arrangement made by nature

5. public: for all the people private highway

E. Write in the best word or words to complete each sentence. Choose from these words:

include	florist	private	greenhouse	arrangement
natural	area	receive	public	landscape

1. It is always nice to _____ flowers as a gift.

2. A _____ sells flowers and plants grown in a _____

3. Landscapes _____ the grounds and trees along _____ highways.

4. Landscapers maintain some _____ _____ as well as public areas.

5. We saw a beautiful _____ with a nice _____ of bushes, flowers, and trees. It looked very _____

UNIT
10
PLUMBING

UNIT 10: PLUMBING

Here's a riddle for you! What has two legs, a bag of equipment, and makes house calls? Did you guess a doctor? Well, you're wrong. (They don't make house calls.) The answer is a plumber.

Plumbing is a trade needing a lot of skill. Plumbers assemble, install, and repair water and drainage systems. They install some heating systems too. They fix broken pipes. They install and repair sinks, bathtubs, water heaters, dishwashers, garbage disposals, and water softeners.

Plumbers work in houses and in large buildings. They install pipes early in the construction. Later on, plumbers put in heating and air conditioning units and connect radiators, water heaters, and plumbing fixtures.

Plumbing is a good trade to be in. Many homes have two or three bathrooms. Many homes have air conditioning. Homes usually have appliances such as washing machines and dryers, and some also have dishwashers and garbage disposals. The plumber installs all these things.

When any of our pipes get stopped up and we cannot make them work, we call a plumber to fix them.

To be a successful plumber, a person should like to solve a variety of problems. A plumber may be called during evenings, weekends, or holidays to do an emergency job.

A plumber usually works with a helper and should enjoy working this way. But plumbers must also be able to get along well with customers.

A. Find these 10 words in the story and underline them.

guess (GESS)	units (YOU nitz)
wrong (RAWNG)	fixtures (FIKS cherz)
answer (AN ser)	usually (YOU zhuh lee)
assemble (uh SEM bul)	solve (SOLV)
early (ER lee)	customers (KUSS tuh merz)

B. Match each word with its correct meaning.

1. answer	_____	a. someone who pays for a thing or for someone's work
2. early	_____	b. something put in place to stay for a very long time
3. unit	_____	c. near the beginning of something
4. fixture	_____	d. words said when you are asked a question
5. guess	_____	e. not correct
6. customer	_____	f. to put parts together
7. solve	_____	g. to figure out an answer to a problem or puzzle
8. usually	_____	h. to say something you think may be correct but you are not sure it is
9. assemble	_____	i. most of the time
10. wrong	_____	j. a single thing or piece of equipment

C. Unscramble the letters to find the 10 vocabulary words.

sembleas _____

sweran _____

nitsu _____

merstocus _____

sseug _____

lyear _____

restufix _____

sualuly _____

grown _____

volse _____

D. Circle the 10 vocabulary words in the puzzle. They may read across or down.

answer
early
assemble
fixture
guess
unit
solve
usually
customer
wrong

D	A	S	S	E	M	B	L	E
R	N	C	P	S	O	L	V	A
U	S	U	A	L	L	Y	F	R
T	W	S	O	L	V	E	I	L
B	E	T	C	V	E	B	X	Y
W	R	O	N	G	D	O	T	E
R	O	M	A	A	N	G	U	L
G	U	E	S	S	U	N	R	P
E	R	R	U	N	I	T	E	D

E. Make as many new words out of these vocabulary words as possible.

1. answer : _____

_____

2. wrong: _____

_____

3. fixtures: _____

_____

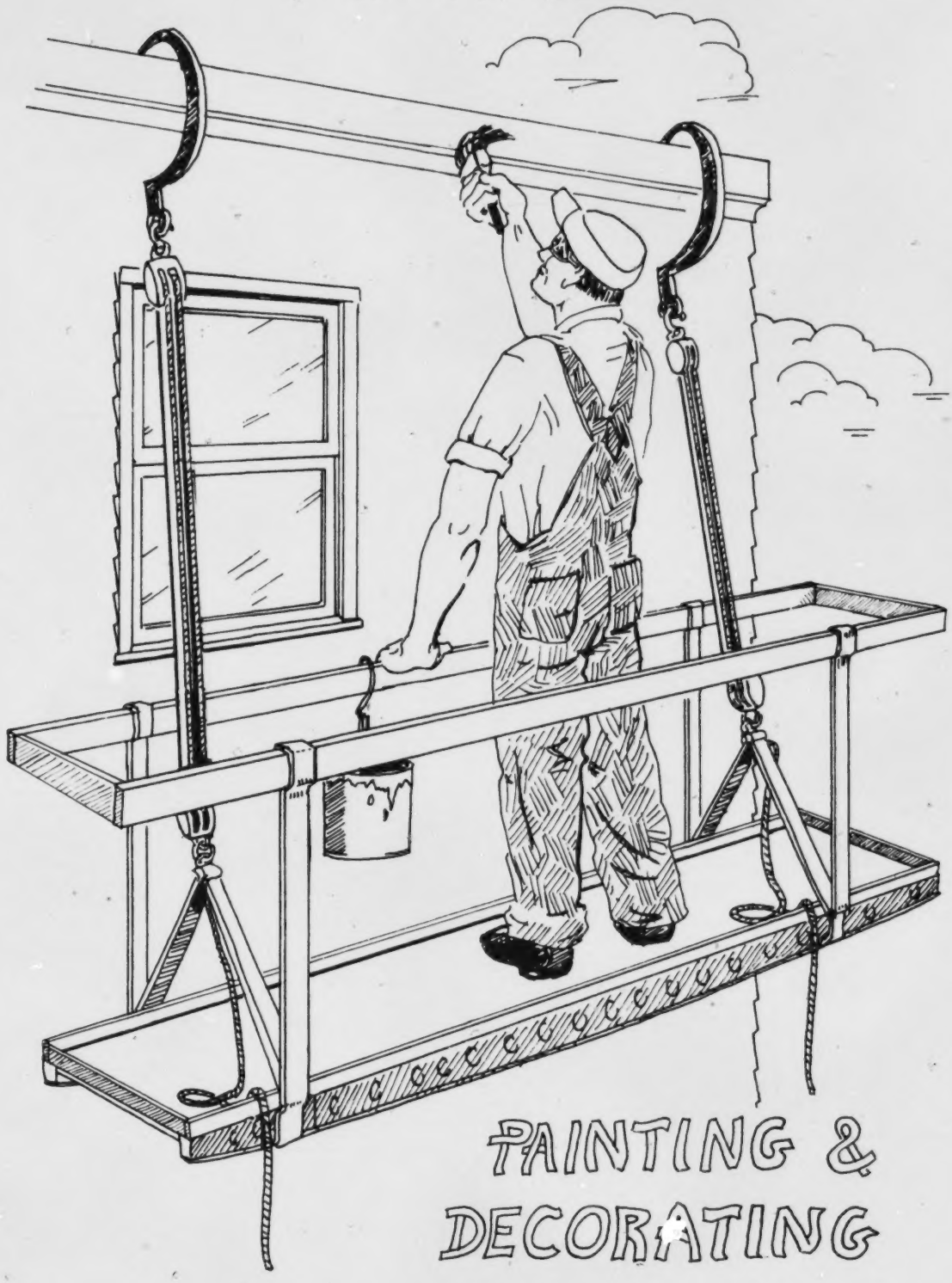
4. customers: _____

_____

5. assemble: _____

_____

UNIT 11



PAINTING & DECORATING

UNIT 11: PAINTING AND DECORATING

Have you ever tried to wallpaper a room? It's not as easy as it looks. Even painting a room is hard work, and you may not always do a very good job. Painters and decorators are trained to do these jobs well.

Painters apply coats of paint, varnish, or stain to the inside and outside surfaces of buildings. Paperhangers cover walls with wallpaper, fabrics, vinyls, and other materials. Paint and wallpaper decorate the walls and they protect the walls from damage.

Before painters or decorators can begin a job, they must prepare the surface to be worked on. First they remove loose paper or paint. Then they must clean off dirt and dust, fill nail holes and cracks, and sandpaper rough spots.

Painters are skilled in handling brushes and other painting tools. They can apply the paint quickly and smoothly.

Paperhangers must be good at measuring to make the paper fit the wall exactly. They place the paper very carefully, so that the designs match. You can hardly see where one paper ends and the next one begins.

No one watches painters and paperhangers as they work. They must do a good job or the customer will not be satisfied. A customer who is not pleased with a job will tell friends. It will be harder for the decorator to get more work.

A. Find these 10 words in the story and underline them.

apply (uh PLY)	loose (LOOS)
coat (KOHT)	rough (RUFF)
surfaces (SER fis ez)	smoothly (SMOOTH lee)
decorate (DEK er ayt)	match (MACH)
protect (pruh TEKT)	satisifed (SAT is fyed)

B. Match each word with its correct meaning.

1. apply	_____	a. To make beautiful
2. rough	_____	b. to please; to make someone happy
3. decorate	_____	c. to look exactly the same
4. coat	_____	d. a thin layer (of paint)
5. loose	_____	e. to put on or spread on
6. match	_____	f. evenly without any bumps on it
7. protect	_____	g. keep from harm or damage
8. smoothly	_____	h. not tight
9. surface	_____	i. with little bumps on; not smooth
10. satisfy	_____	j. the outside of a thing; the part that you can see.

C. Write *True* or *False* for each sentence.

_____ 1. Painters apply paint to decorate and protect surfaces.

_____ 2. These workers can begin a job without preparing the surface.

_____ 3. Dirt and dust are all right to paint over.

_____ 4. Paperhangers need to be good at measuring.

_____ 5. Painters and paperhangers must satisfy their customers.

D. Write in the word that is the best answer to complete each sentence.

1. Painters _____ coats of paint to surfaces.

   a. install
   b. apply
   c. leave
   d. hide

2. Before these workers can begin a job, they must prepare the _____

   a. customer
   b. menu
   c. surface
   d. damage

3. Paint must be applied quickly and _____

   a. smoothly
   b. ugly
   c. slowly
   d. hotly

4. Paperhangers must be good at measuring to make the paper fit the wall _____

   a. loosely
   b. crookedly
   c. quickly
   d. exactly

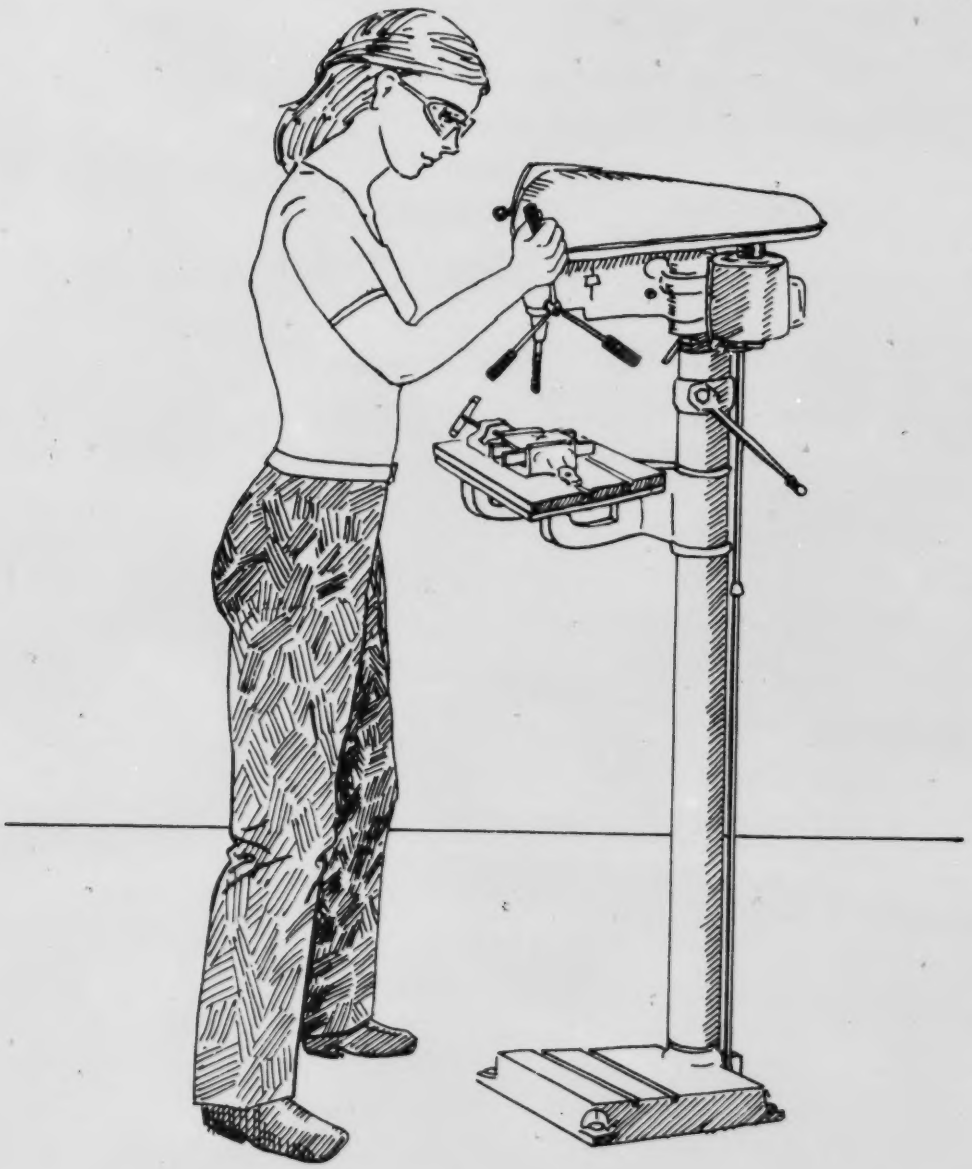
5. Painters and paperhangers must do a good job or their customers will not be _____

   a. smooth
   b. rough
   c. loose
   d. satisfied

E. Put a circle around the word that means the same as the vocabulary word.

1. apply: to remove put on begin
2. satisfy: decorate match please
3. loose: bumpy not tight even
4. smoothly: roughly evenly tightly
5. surface: outside inside satisfied

MACHINE SHOP



UNIT 12

UNIT 12: MACHINE SHOP

Many products we use have metal parts in them. Other products are made by machines with metal parts. Machine-tool operators work at making metal parts. They learn to do these jobs in the Machine Shop.

Many machine operators do simple jobs that they can learn quickly. They may use one or two kinds of machine tools. Other machine operators do very difficult jobs.

Operators use lathes and drill presses. They work machines that bore, grind, mill and make screw threads.

Usually, the operator places a piece of rough metal in a machine tool. The speed and order of operations have been set. The operator watches the machine, checks the operation with a gauge, and makes small adjustments.

The machine tool operator gets a daily job. The machine is set to the speed and amount of cutting or drilling needed. For example, a drill press is set to drill only so far and no more into the piece of metal.

A machine tool operator must care about safety. Working with machines and metal can be dangerous. Operators must wear goggles. They must not wear loose clothing. They must pay attention to the job they are doing.

A. Find these 10 words in the story and underline them.

machine (muh SHEEN)	drill presses (DRIL PRES ez)
operators (OP uh ray terz)	operations (op uh RAY shunz)
simple (SIM pul)	daily (DAY lee)
difficult (DIF i kult)	safety (SAYF tee)
lathes (LAYTHZ)	pay attention (PAY a TEN shun)

B. Match each word with its correct meaning.

1. lathe	_____	a. every day
2. daily	_____	b. to put your mind to one thing only, to think hard
3. drill press	_____	c. being safe; freedom from danger
4. operator	_____	d. a large tool for doing work, having many different parts
5. safety	_____	e. a machine that shapes an object by turning it fast against a cutting tool
6. simple	_____	f. a machine that makes holes in metal
7. pay attention	_____	g. easy
8. difficult	_____	h. the way a thing works
9. machine	_____	i. not easy, hard to do
10. operation	_____	j. a person who runs a machine

C. Unscramble the letters to find the 10 vocabulary words.

cultidiff _____

laidy _____

rilld respses _____

optionsera _____

slathe _____

yap tenattion _____

eratorsop _____

chineam _____

pimsle _____

tafesy _____

D. Put a circle around the word that means the same thing as the vocabulary word.

1. machine: tool operator factory

2. difficult: greater less hard

3. daily: weekly every day yesterday

4. simple: hard easy light

5. pay attention: spend money operate think

E. Make as many new words as possible out of these vocabulary words.

1. lathes: _____

_____

2. operator: _____

_____

3. safety: _____

_____

4. machine: _____

_____

5. attention: _____

_____

UNIT 13

UPHOLSTERY

UNIT 13: UPHOLSTERY

Imagine sinking into a big, soft armchair. Upholsterers are responsible for making that chair so comfortable.

Furniture upholsterers make and repair couches, chairs, and other upholstered furniture. They replace parts like stuffing, padding, springs, and webbing. They repair frames. They cover the furniture with new fabric.

In an upholstery shop, an upholsterer will place a piece of furniture on a workbench or padded wooden horse. Using special hand tools, the upholsterer pulls out the tacks holding the old fabric in place and removes the fabric. There are special tools for all the other operations, too – even curved needles for sewing.

The upholsterer takes off the padding and then the burlap that covers the springs. Broken or bent springs are removed. The upholsterer may take out all the springs and the webbing. He repairs the frame with screws and glue. Then he is ready to rebuild the piece of furniture.

The upholsterer stretches strips of webbing and fastens them to the frames. He sews new springs to the webbing and ties them together. Burlap, stuffing, and padding cover the springs. Then comes a muslin covering, and last, the new fabric. Everything is made smooth and tight.

Now your chair or couch is ready to give you more years of comfortable sitting or napping.

A. Find these 10 words in the story and underline them.

imagine (i MAJ in)	special (SPESH ul)
comfortable (KUMF tuh bul)	removes (ree MOOVZ)
replace (ree PLAYSS)	cover (KUV er)
fabric (FAB rik)	muslin (MUZ lin)
workbench (WORK BENCH)	covering (KUV er ing)

B. Match each word with its correct meaning.

1. workbench	_____	a. a plain, lightweight fabric made out of cotton
2. remove	_____	b. cloth, material
3. comfortable	_____	c. to put a new thing in the place of an old one
4. fabric	_____	d. a bench or table where things are worked on
5. covering	_____	e. made for a particular person, thing, or use
6. imagine	_____	f. to take off; take away
7. muslin	_____	g. to put something over something else
8. replace	_____	h giving comfort; cozy
9. cover	_____	i. anything that covers something else
10. special	_____	j. to make a picture in your mind of something not there

C. Fill in the right word or words to complete each sentence. Choose from these words:

covered	replace	workbench	special	covering
fabrics	comfortable	remove	muslin	imagine

1. It feels great to sink into a _____ chair.

2. Couches are usually _____ with beautiful _____

3. Upholsterers use _____ hand tools to _____ old parts and _____ them with new parts.

4. _____ what an upholstered chair would feel like without stuffing and padding.

5. The upholsterer covered the stuffing and padding with a _____ _____

6. The upholsterer fastens the webbing to the frame while the chair is on the _____

D. Circle the 10 vocabulary words in the puzzle. They may read across or down.

replace	A	C	O	R	F	A	B	R	I	C
workbench	W	O	R	K	B	E	N	C	H	O
comfortable	I	M	I	S	A	N	R	D	X	W
fabric	T	F	A	P	R	I	E	Z	D	C
cover	C	O	V	E	R	I	N	G	G	O
imagine	H	R	I	C	E	D	O	P	T	V
muslin	S	T	V	I	M	A	G	I	N	E
remove	T	A	D	A	O	G	E	N	Q	R
covering	O	B	A	L	V	O	A	E	U	B
special	A	L	M	R	E	P	L	A	C	E
	R	E	M	O	V	E	M	U	S	T

E. Fill in the missing letters to complete vocabulary words.

1. An upholsterer uses many s p _ _ _ _ _ hand tools.

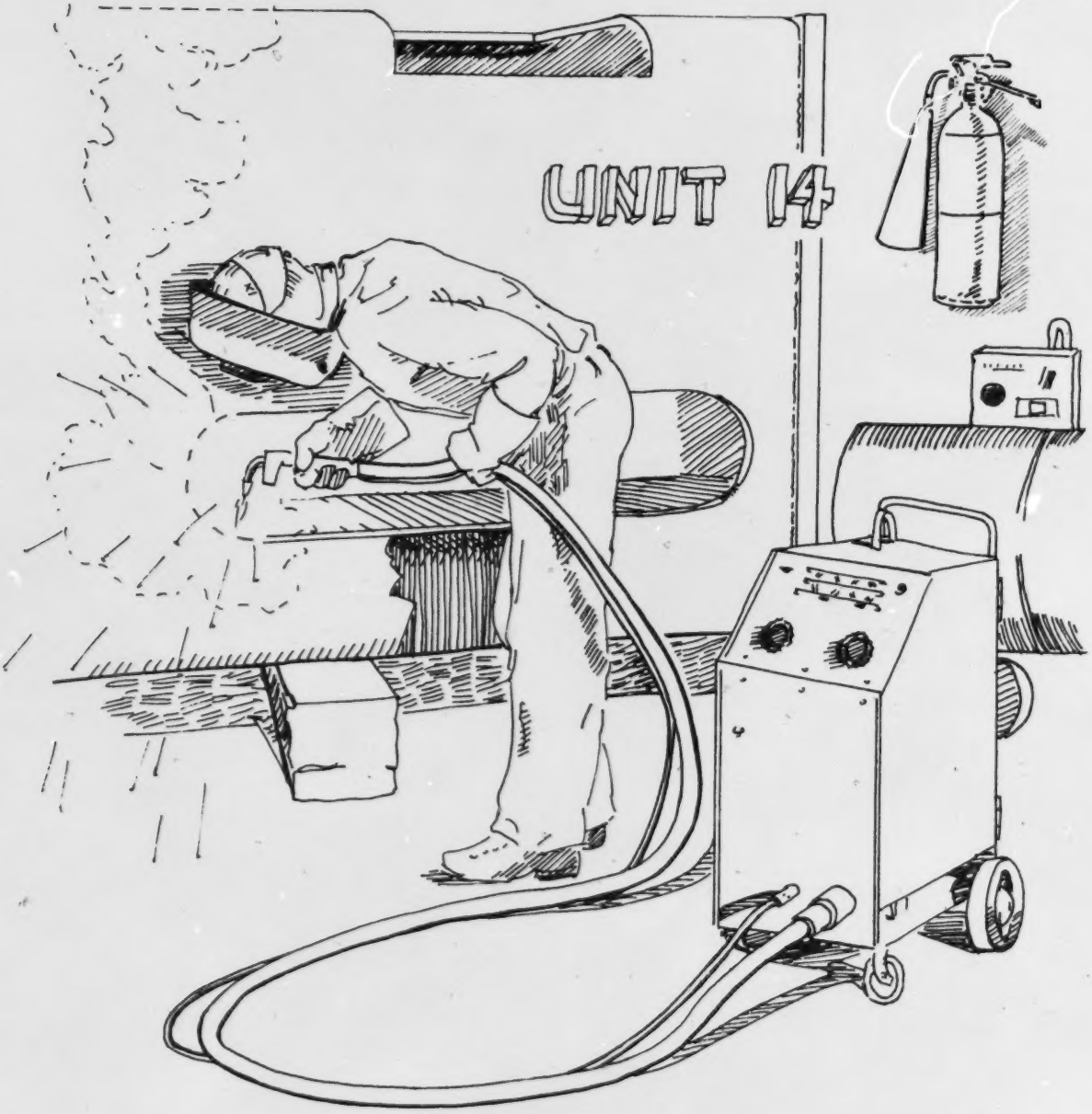
2. Some chairs are more c _ _ _ _ _ t _ _ _ _ than others.

3. Both fashion designers and upholsterers use the f _ _ _ _ c called m _ _ _ _ _.

4. Carpenters and upholsterers use w _ _ _ b _ _ _ _ e s.

WELDING

UNIT 14



UNIT 14: WELDING

Welding is one of the most common ways of joining metal parts. Many of the parts in cars, airplanes, appliances, and other products are joined by this process. Large metal beams used for bridges and buildings are usually welded together.

There are more than 40 different welding processes. They are included in three basic groups: arc welding, gas welding, and resistance welding. Arc and gas welding can be done by hand or by machine. Resistance welding is a machine process. Spot welding is an easy kind of arc welding done in factories on appliances.

Skilled welders can weld all types of joints held in different positions, such as flat, vertical, horizontal, and overhead. The overhead position is hardest to do. Less skilled welders weld surfaces in only the easier positions.

Welders melt metal by using the heat from an electric arc or from a gas welding torch. When the metal cools, the two pieces have become one piece.

To keep from getting hurt, welders use special masks, heavy gloves and protective clothing.

There are welding jobs in many industries. Welders work in shipbuilding, automobile construction, railroads, missiles, and pipelines.

Welders need to have good eyesight and coordination. They have to pay great attention to their work for long amounts of time. Working in different positions also is part of their job.

A. Find these 10 words in the story and underline them.

common (KOM un)	vertical (VER ti kul)
process (PROS es)	horizontal (hor i ZON tul)
basic (BAY sik)	melt (MELT)
arc (ARK)	industries (IN dus treez)
joint (JOINT)	coordination (koh or di NAY shun)

B. Match each word with its correct meaning.

1. arc	_____	a. one kind of business
2. basic	_____	b. to make a solid thing get soft, by the use of heat
3. common	_____	c. main, most important of all
4. coordination	_____	d. in an upright direction, like a door
5. joint	_____	e. in a level or flat direction, like a table top
6. horizontal	_____	f. usual, happening very often
7. melt	_____	g. a way of making or doing something, with certain steps to be followed
8. industry	_____	h. the stream of light and heat formed when an electric current jumps across an opening.
9. process	_____	i. acting together smoothly – like the eyes, the body, and the two hands
10. vertical	_____	j. the place where two things are attached together

C. Unscramble the letters to find the vocabulary words.

car _____

telm _____

tivercal _____

nommoc _____

cesspro _____

toinj _____

dùstinries _____

sabic _____

sonitalhor _____

ordinacotion _____

D. Write *True* or *False* for each sentence.

_____ 1. Welding is the joining of metal parts.

_____ 2. There are 40 basic groups of welding processes.

_____ 3. Skilled welders can weld in only one position.

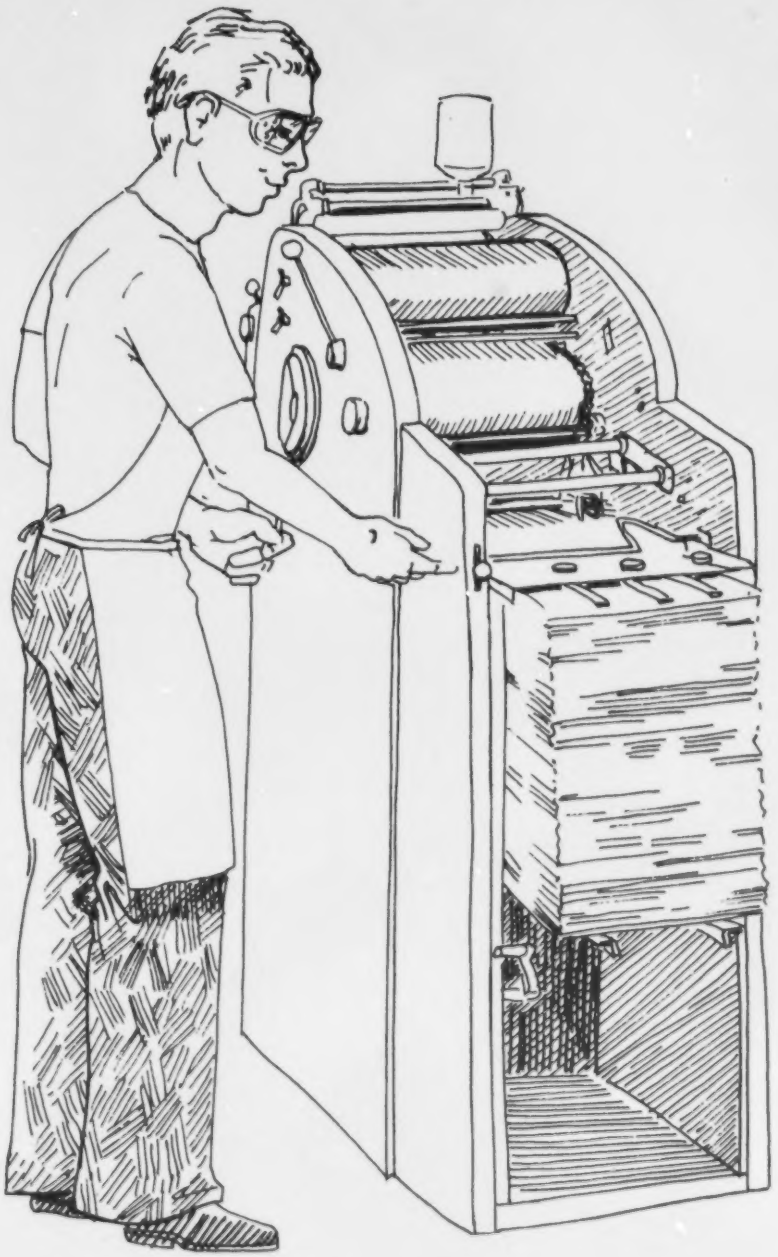
_____ 4. Welders melt metal with heat.

_____ 5. Welders need good eyesight and coordination.

E. Circle the word that means the same thing as the vocabulary word.

1. horizontal: down level upright
2. melt: soften harden rain
3. vertical: down level upright
4. common: usual unusual fabric
5. basic: not well not important most important

UNIT 15



GRAPHIC ARTS

UNIT 15: GRAPHIC ARTS

The term "graphic arts" includes printing and all the other processes that go into making things for people to read and look at. It includes the art work, lettering, preparing pages for printing, operating typesetting machines, operating presses, etc., etc.

Printing in the United States began in 1639 in Massachusetts. Since then, it has become one of the country's largest industries.

The machine that does the printing is called a press. The person who runs it is a press operator. The operators prepare the plates for printing. They also set up, operate, clean, and maintain the presses. They load the paper and control the flow of ink.

Printers use three kinds of presses to do their work – platen, cylinder, and rotary.

Platen or flat-bed presses are used for small jobs that will take paper only up to 14 by 22 inches. Cylinder presses are used for books, magazines, and booklets. Huge rotary presses print newspapers and magazines.

Before printing, the operator must adjust the machine and check the ink-flow. The operator puts on the plate and runs a few sample pages to see if everything is all right. The ink must not be too light or too dark, and the printed matter must be lined up right on the paper.

Pressrooms are noisy, and some printers wear ear protectors. Everyone must obey the safety rules because of the dangers in working with machines.

Press operators may work for small printshops or huge printers of books, magazines, and newspapers. Many other printers are employed by banks, businesses, governments, and other organizations that do their own printing.

A. Find these 10 words in the story and underline them.

country (KUN tree)
load (LOHD)
control (kun TROHL)
huge (H YOU J)
right (RYTE)
light (LYTE)
noisy (NOY zee)
obey (oh BAY)
employed (em PLOYD)
organization (or gun i ZAY shun)

B. Match each word with its correct meaning.

1. huge _____
2. country _____
3. light _____
4. employ _____
5. load _____
6. organization _____
7. obey _____
8. noisy _____
9. control _____
10. right _____

a. less than it usually is
b. correct; good
c. to put in place the things to be worked on
d. to do what you are told
e. to make something work the way you want it to
f. a group of people working together to do a special thing
g. very, very large
h. give someone a job; hire someone
i. a nation; ours is the United States
j. full of a lot of sounds

C. Make as many new words out of these vocabulary words as you can.

1. noisy: _____

_____

2. employed: _____

_____

3. control: _____

_____

4. country: _____

_____

5. organization: _____

_____

D. Write in the word that is the best answer to complete each sentence.

1. Printing is one of the largest industries in the _____

a. city
b. country
c. Mafia
d. county

2. The operator must _____ the flow of ink.

a. control
b. replace
c. fasten
d. protect

3. Pressrooms are _____, and some printers wear ear protectors.

a. quiet
b. noisy
c. dark
d. nosey

4. Some printers are _____ by banks.

a. eaten
b. fired
c. employed
d. run

5. Banks, businesses, governments, and other groups of people are called _____

a. countries
b. organizations
c. magazines
d. printshops

E. Circle the word that means the *opposite* of the vocabulary word.

1. right: correct okay wrong

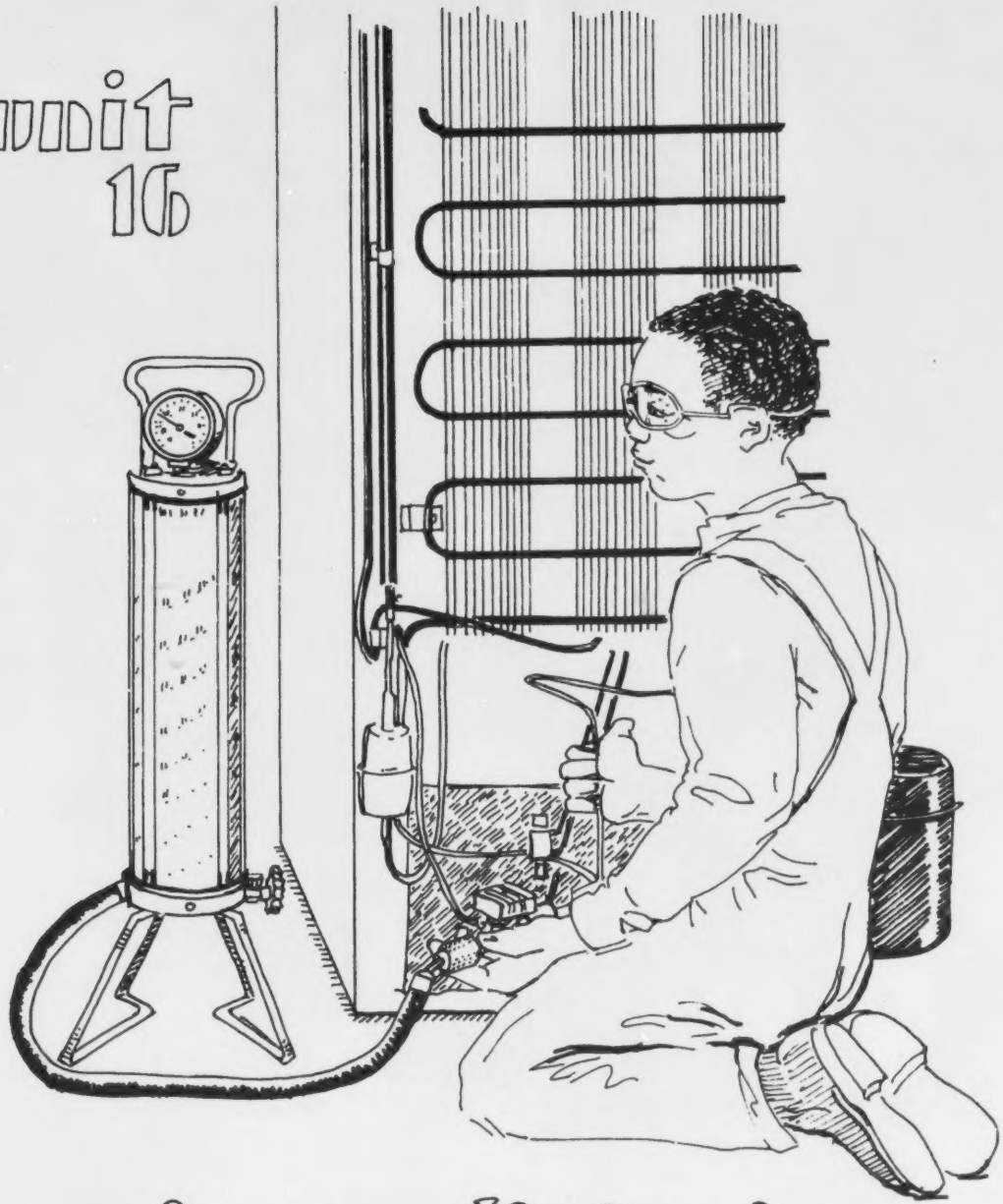
2. employed: running working jobless

3. huge: tiny fat large

4. obey: follow disobey fight

5. light: dark right bulb

unit 16



air conditioning and refrigeration

UNIT 16: AIR CONDITIONING AND REFRIGERATION

In the summer when you've been out in 90-degree heat, there's nothing better than coming into a nice, cool house and getting a tall glass of something cold to drink. To do this, you need an air conditioner and a refrigerator. These units are taken care of by an air conditioning and refrigeration mechanic.

These mechanics install and repair equipment, from small wall units to large, central systems. They also work on refrigeration units and display cases in supermarkets, hotels, restaurants, and other places.

An air conditioning and refrigeration mechanic may work in homes, stores, office buildings, factories, hotels, and restaurants. At times, the mechanic may install units on a construction site. Some mechanics install cooling units in cars.

The refrigeration mechanic must have a good knowledge of science. The mechanic must know some plumbing and electrical work. He or she must be able to connect air ducts, water pipes, and electric wires, and know about electric motors. After finishing a job, all the work must be checked carefully for leaks and other faults.

People who do this type of work have no trouble finding jobs. Every home must have refrigeration to keep food safe to eat. The number of air conditioners installed in homes increases every year. Refrigeration is important in industry – in the making of drugs, medicines, gasoline and many other products, as well as for keeping foods cold.

A. Find these 10 words in the story and underline them.

summer (SUM er)	office (OFF is)
degree (dee GREE)	factories (FAK tuh reez)
mechanic (me KAN ik)	science (SY uns)
central (SEN trul)	connect (kuh NEKT)
display (dis PLAY)	faults (FAWLTZ)

B. Match each word with its correct meaning.

1. display	_____	a. a person who can install and repair machinery
2. degree	_____	b. a place where people make things, usually with machinery
3. connect	_____	c. facts about the world around us, and why things are the way they are
4. fault	_____	d. to show in a special way, so that things look very good
5. central	_____	e. to fasten together well
6. mechanic	_____	f. the warmest part of the year
7. office	_____	g. defect; something wrong
8. summer	_____	h. in the middle of a place
9. factory	_____	i. a place where people work with paper, pencils, typewriters, computers, etc.
10. science		j. a unit used to measure temperature

C. Write *True* or *False* for each sentence.

_____ 1. A refrigerator and an air conditioner are the same thing.

_____ 2. Refrigeration units are used to heat things to 90 degrees in summer.

_____ 3. Some mechanics install air conditioning units in cars.

_____ 4. The mechanic needs to have knowledge of foods and cooking.

_____ 5. Every job must be checked carefully for leaks and faults.

D. Circle the 10 vocabulary words in the puzzle. They may read across or down.

central	Z	C	O	S	O	F	F	I	C	E	B
connect	C	F	A	U	L	T	Y	M	O	N	Y
degree	E	A	X	M	A	R	S	T	N	C	S
display	N	C	O	M	E	C	H	A	N	I	C
factory	R	T	H	E	D	E	G	R	E	E	I
mechanic	A	O	R	R	U	N	T	L	C	Q	E
office	L	R	E	F	A	T	R	I	T	O	N
science	A	Y	C	E	N	R	A	L	T	O	C
summer	D	I	S	P	L	A	Y	U	V	U	E
	M	E	C	A	N	L	I	R	N	C	T

E. Fill in the right word or words to complete each sentence.

central	science	degree	connect	mechanic
display	office	summer	faults	factories

1. In 90-_____ heat on a _____ day, there's nothing better than a cool drink.

2. A refrigeration _____ may work in homes, _____ buildings, or _____

3. Supermarkets and bakeries need refrigeration for _____ cases.

4. A mechanic must know _____, and must be able to _____ ducts, pipes, and wires.

5. After every job, the work must be checked for leaks and _____

6. Many stores and office buildings have _____ air conditioning.

COMMERCIAL ART

UNIT 17

UNIT 17: COMMERCIAL ART

Art has been used as a way of communication between people for a long time. Since cavemen drew pictures on the walls of their caves, art has been a part of our lives.

Commercial artists make illustrations for advertisements and displays in newspapers, magazines, and television. They also design billboards, store displays, package labels, wallpaper, gift wrapping, and greeting cards.

Some commercial artists illustrate magazine articles or books, some draw cartoons. At different times the artist may draw, sketch, paint, letter, and make charts, maps, and cartoons.

Commercial artists start with ideas from the persons who want the advertisement done. The artist is told what idea has to come across, where the ad will be seen, and the materials to be used. The artist makes several rough sketches. The advertiser chooses one, and then the artist completes the work. It may include several pictures, may be in color, and may include hand lettering or other printing.

Artistic ability is important in this work. The ability to draw, paint, and letter is basic. The artist needs to know about colors and composition. The artist needs to use many different kinds of paints, inks, and tools.

The artist must be able to come up with new ideas and to think of new ways of showing old ideas. Commercial artists must know up-to-date fashions and ways of living. They must create artwork which will attract the attention of readers and interest them in a product or idea.

A. Find these 10 words in the story and underline them.

communication (kum myou ni KAY shun)	rough (RUFF)
design (dee ZYNE)	choose (CHOOZ)
illustrate (ILL us trayt)	complete (kum PLEET)
start (START)	important (im POR tent)
several (SEV rul)	attract (uh TRAKT)

B. Match each word with its correct meaning.

1. attract	_____	a. giving knowledge or ideas from one person to another
2. communication	_____	b. to begin
3. design	_____	c. to make drawings, sketches, draw plans, etc.
4. illustrate	_____	d. done as a first try; not finished
5. important	_____	e. finish
6. choose	_____	f. to pull someone's mind to yourself
7. rough	_____	g. some; a few
8. several	_____	h. to draw pictures to go with stories or other reading matter
9. start	_____	i. having a lot of meaning; worth a lot; valuable
10. complete	_____	j. to select one out of several

C. Unscramble the letters to find the vocabulary words.

pletemoc _____

tarts _____

tractat _____

portimant _____

veresal _____

grouh _____

municomcation _____

sooche _____

trillusate _____

signed _____

D. Circle the word that means the same thing as the vocabulary word.

1. illustrate: start draw light

2. several: one or two twenty four or five

3. start: begin end soon

4. rough: complete incomplete smooth

5. important: worth a lot worthless old

E. Write in the word that is the best answer to complete each sentence.

1. Art has been used as a way of _____ between people for a long time.

a. designing
b. communication
c. smiling
d. names

2. Artists _____ magazines and books.

a. write
b. sell
c. illustrate
d. eat

3. An artistic ability is _____ in commercial art.

a. important
b. useless
c. colorful
d. sketched

4. The commercial artist makes several _____ sketches for the same idea.

a. tough
b. rough
c. enough
d. complete

5. An advertiser _____ one of the sketches.

a. paints
b. starts
c. chooses
d. attracts

UNIT 18

DRAFTING

UNIT 18: DRAFTING

Almost everything that is built is made from plans – tools, machinery, buildings, cars, boats, roads, and so on.

Engineers, architects, and designers first decide what the thing will be like. They decide what materials are to be used. They draw rough sketches that show how the parts are to fit together and how big each part must be. It takes many years of studying before a person can become an engineer, architect, or machinery designer.

The draftsman studies the rough sketches and the notes that the designer has made about sizes, materials, construction, etc. Then the draftsman makes detailed drawings, called plans. These drawings will be used by other people to build the thing. Each part of the drawing must have the exact dimensions marked. The plan must show how all the parts are connected to each other.

The draftsman uses pencils, pens, rulers, T-squares, triangles, and other drafting tools. He or she must do neat lettering on the drawings. The draftsman also makes charts of numbers that go on the drawings.

The draftsman carefully checks every part of every drawing. It is important that there be no mistakes. If something on a drawing is wrong, then the thing that is built will also be wrong.

A good draftsman needs to know a lot about the industry he or she works for – it may be machinery, or building materials, or cars or boats. A draftsman must also know mathematics. A draftsman must have good coordination, and must enjoy doing careful work on paper.

A. Find these 10 words in the story and underline them.

almost (ALL mohst)	drawings (DRAW ingz)
decide (dee SYDE)	exact (eg ZAKT)
materials (muh TEER i ulz)	other (UTH er)
studying (STUD ee ing)	carefully (KAIR ful ee)
detailed (dee TAYLD)	check (CHEK)

B. Match each word with its correct meaning.

1. almost	_____	a. without any error at all; correct
2. careful	_____	b. to go over something to find any mistakes
3. check	_____	c. very nearly – a little less than all
4. decide	_____	d. what a thing is made from
5. detailed	_____	e. to make up your mind
6. drawing	_____	f. not the same; different
7. material	_____	g. showing all the smallest parts
8. other	_____	h. taking great care that things are the way you want them to be
9. study	_____	i. a picture of something made with pencil, pen, crayon, etc.
10. exact	_____	j. to learn by reading and thinking hard

C. Write *True* or *False* for each of these sentences.

_____ 1. Machinery is built from plans.

_____ 2. The draftsman decides what a thing is to look like.

_____ 3. The draftsman makes detailed drawings, called plans.

_____ 4. Someone else does the printing on the drawings.

_____ 5. A few mistakes on a plan are not important.

D. Circle the word that is the *opposite* of these words:

1. careful: carless careless slow
2. exact: wrong right horizontal
3. other: brother maybe same
4. detailed: sketchy tailless hard
5. check square skip over cheek

E. Fill in the missing letters in these sentences. The vocabulary words will help you.

1. A l _____ everything built is made from a plan.
2. The designer d e _____ s what m a _____ s will be used.
3. The draftsman makes d e t _____ d d r _____ s.
4. O _____ people use the plans to make the things.
5. A draftsman enjoys doing c _____ l work.

UNIT 19

COSMETOLOGY

UNIT 19: COSMETOLOGY

Most of us are interested in our hair style. Almost all women go to the beauty shop at times, and many men have their hair styled today. The person who works on hair is called a hairdresser or beauty operator or cosmetologist or beautician.

Hairdressers shampoo, cut, set, and style women's hair. They also curl, straighten and color hair. To do these things they use several different products. Some of these products are strong chemicals.

A beautician can give facials and manicures. A beautician's services include the care of the skin and nails as well as the hair. They help their customers learn how to take good care of their hair.

Most beauty operators work in privately owned shops. Some work in hotels, hospitals, or department stores. Many of them save some of their money and open up their own shops.

Beauticians work in close contact with people. They must be pleasant and friendly, as well as skillful at their work. They must be able to work with people of all ages, from small children to adults. Usually hairdressers have their own steady customers.

The amount of training time needed to learn this work varies from 6 months to 3 years. Beauty operators must be licensed. They take a test given by the State Board of Examiners. If they do not pass the test, they will not be licensed. They may not be employed in a beauty shop.

A. Find these 10 words in the story and underline them.

interested (IN tress ted)	contact (KON takt)
style (STYLE)	friendly (FREND lee)
shampoo (sham POO)	adults (uh DULTS)
services (SER viss ez)	steady (STED ee)
close (KLOHS)	months (MUNTHS)

B. Match each word with its correct meaning.

1. adult	_____	a. to wash the hair
2. close	_____	b. a grownup person
3. friendly	_____	c. fashion, way of wearing; also to fix in a certain fashion
4. interested	_____	d. like a friend
5. month	_____	e. a part of a year, usually 30 or 31 days
6. contact	_____	f. work for others
7. style	_____	g. wanting to know; thinking about
8. shampoo	_____	h. again and again, without much charge; regular
9. steady	_____	i. a touching
10. service	_____	j. near

C. Write in the best word or words to complete each sentence. Choose from these words.

adults	close	shampoo	friendly	style
month	services	interested	contact	steady

1. Beauty operators must be _____ because they work in _____ _____ with people.

2. Beauty operators work with children as well as _____

3. Most of us are _____ in our hair style.

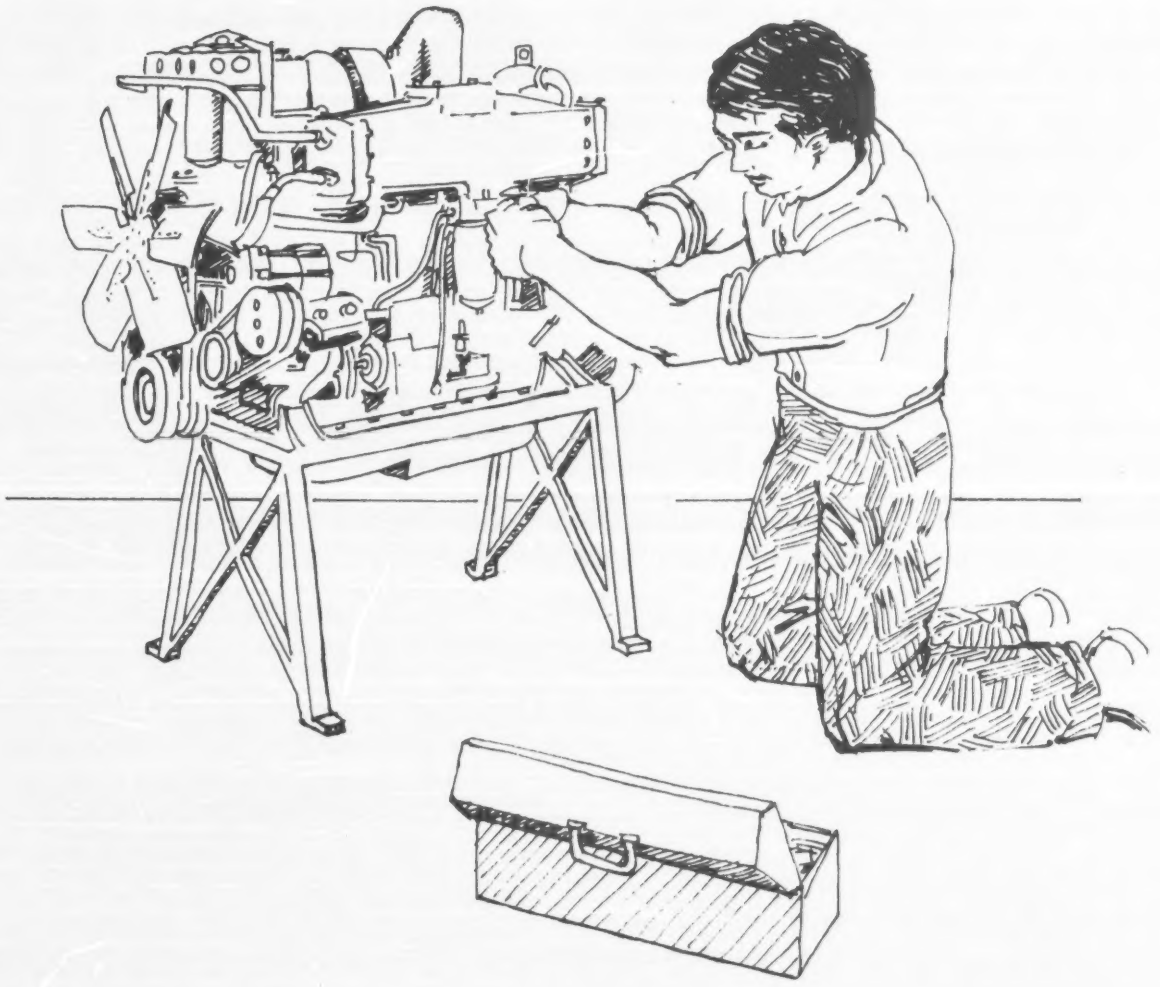
4. Some women like to _____ their own hair and _____ it themselves.

5. A beauty operator likes to have _____ customers who use her _____ every week or every _____

E. Circle the 10 vocabulary words in the puzzle. They may read across or down.

adult	S	E	R	V	C	L	O	S	E	R
close	I	N	T	E	R	E	S	T	E	D
friendly	F	R	I	E	N	D	L	Y	X	S
interested	N	R	O	P	A	D	U	L	T	H
month	A	S	E	R	V	I	C	E	P	A
contact	B	T	O	M	I	R	O	W	V	M
style	D	E	C	O	N	T	A	C	T	P
shampoo	T	A	R	N	Q	S	I	N	G	O
steady	P	D	O	T	H	O	U	Z	D	O
service	A	Y	D	H	A	C	T	S	P	N

DIESEL MECHANICS



UNIT 20

UNIT 20: DIESEL MECHANICS

Diesel oil is something like gasoline, but thicker and heavier. The diesel engine burns this fuel. This engine is an important source of power. It is the engine usually used to drive buses, ships, trucks, trains, and heavy farm equipment. Diesel engines also operate heavy construction equipment, like cranes, bulldozers, and earthmovers.

The use of diesel engines increases each year. It is the diesel mechanic who services these engines.

Some diesel mechanics work in the service departments of dealers that sell diesel-powered trucks, farm tractors, and construction equipment. Other mechanics work for the businesses that use the equipment. These include buslines, trucking companies, construction companies, shipping lines, and electric power plants.

You know that gasoline engines in cars are not all alike. Diesel engines also are different from each other. The work of a diesel mechanic depends on whether he services automotive engines, industrial power engines, marine engines, or railway engines.

Sometimes a diesel mechanic may rebuild an engine. When a diesel mechanic rebuilds an engine, he takes the whole engine apart to check for defects. He may repair some parts. He may replace some parts. Then he puts the parts together again.

Diesel mechanics learn their trade in several different ways. Most of them begin by repairing gasoline-powered cars, trucks, and buses. Then they learn how to service diesel engines. Some study diesel repairing from the beginning of their training. A good diesel mechanic should have no trouble finding work.

A. Find these 10 words in the story and underline them.

engine (EN jin)	services (SER viss ez)
fuel (F YOU L)	depends (dee PENDZ)
source (SORS)	whole (HOHL)
power (POW er)	apart (uh PAHRT)
heavy (HEV ee)	begin (bee GIN)

B. Match each word with its correct meaning.

1. apart	_____	a. all of a thing
2. engine	_____	b. to check up on and fix when needed
3. depend	_____	c. a machine that can make things move
4. fuel	_____	d. a place or thing that something comes from
5. service	_____	e. to happen because of something else
6. power	_____	f. a force that can do work
7. begin	_____	g. to start; to do the first part
8. heavy	_____	h. very large and powerful
9. source	_____	i. in pieces; in separate parts
10. whole	_____	j. something that can be burned in an engine

C. Unscramble the letters to find the 10 vocabulary words.

leuf _____

gineen _____

yheav _____

holew _____

patra _____

pendde _____

owerp _____

gebin _____

course _____

versice _____

D. Write *Same* . or *Opposite* for these vocabulary words.

1. begin start _____
2. apart together _____
3. whole none _____
4. heavy large _____
5. service fix _____

E. Write in the word that is the best answer to complete the sentences.

1. The diesel engine is an important _____ of power.

   a. fuel
   b. source
   c. tractor
   d. bulldozer

2. A diesel mechanic _____ these engines.

   a. paints
   b. shampoos
   c. services
   d. obeys

3. When a diesel mechanic rebuilds an engine, he takes the engine _____

   a. shopping
   b. swimming
   c. apart
   d. home

4. Diesel mechanics _____ their trade by repairing gasoline-powered machines.

   a. begin
   b. end
   c. sell
   d. grow

5. Diesel engines are usually used for power in _____ equipment.

   a. small
   b. delicious
   c. different
   d. heavy

ALPHABETICAL LIST OF VOCABULARY WORDS

ability . . . . . Auto Mech.
accurate . . . . . Carp. & Cab.
adjust . . . . . Auto Mech.
adult . . . . . Cosmetology
almost . . . . . Drafting
always . . . . . Fash. Des.
answer . . . . . Plumbing
apart . . . . . Diesel Mech.
appliance . . . . . Electrical
apply . . . . . Paint & Dec.
arc . . . . . Welding
area . . . . . Orna. Hort.
arrangement . . . . . Orna. Hort.
assemble . . . . . Plumbing
attract . . . . . Comml. Art
automobile . . . . . Auto Body

basic . . . . . Welding
begin . . . . . Diesel Mech.
build . . . . . Carp. & Cab.
business . . . . . Auto Body

calm . . . . . Health Occs.
carefully . . . . . Drafting
catalog . . . . . Auto Mech.
central . . . . . Air Cond. & Refr.
charge . . . . . Auto Mech.
check . . . . . Drafting
choose . . . . . Comml. Art
close . . . . . Cosmetology
clothes . . . . . Fash. Des.
coat . . . . . Paint. & Dec.
comfortable . . . . . Upholstery
common . . . . . Welding
communication . . . . . Comml. Art
complete . . . . . Comml. Art
connect . . . . . Air Cond. & Refr.
construction . . . . . Auto Body
consumer . . . . . Baking
contact . . . . . Cosmetology
control . . . . . Graphic Arts
coordination . . . . . Welding
country . . . . . Graphic Arts
cover . . . . . Upholstery
covering . . . . . Upholstery
create . . . . . Fash. Des.
customer . . . . . Plumbing

daily . . . . . Machine Shop
damage . . . . . Auto Body
danger . . . . . Electrical
decide . . . . . Drafting
decision . . . . . Auto Body
decorate . . . . . Paint. & Dec.
defect . . . . . Electrical
degree . . . . . Air Cond. & Refr.
delicious . . . . . Baking
depend . . . . . Diesel Mech.
design (n) . . . . . Fash. Des.
design (v) . . . . . Comml. Art
detailed . . . . . Drafting
diagnose . . . . . Auto Mech.
different . . . . . Carp. & Cab.
difficult . . . . . Machine Shop
display . . . . . Air Cond. & Refr.
dough . . . . . Baking
drawing . . . . . Drafting
drill press . . . . . Machine Shop
duty . . . . . Health Occs.

early . . . . . Plumbing
emergency . . . . . Health Occs
employed . . . . . Graphic Arts
engine . . . . . Diesel Mech.
enjoy . . . . . Comml. Foods
equipment . . . . . Electrical
estimate . . . . . Auto Body
every . . . . . Auto Mech.
exact . . . . . Drafting

fabric . . . . . Upholstery
factory . . . . . Air Cond. & Refr.
fasten . . . . . Carp. & Cab.
fault . . . . . Air Cond. & Refr.
fixture . . . . . Plumbing
florist . . . . . Orna. Hort.
frame . . . . . Carp. & Cab.
friendly . . . . . Cosmetology
fuel . . . . . Diesel Mech.
furniture . . . . . Carp. & Cab.

garment . . . . . Fash. Des.
greenhouse . . . . . Orna. Hort.
guess . . . . . Plumbing

heavy . . . . . Diesel Mech.
horizontal . . . . . Welding
hospital . . . . . Health Occs.
huge . . . . . Graphic Arts

idea . . . . . Fash. Des.
illustrate . . . . . Comml. Art
imagine . . . . . Upholstery
important . . . . . Comml. Art
include . . . . . Orna. Hort.
increase . . . . . Comml. Foods
industry . . . . . Welding
ingredient . . . . . Baking
install . . . . . Carp. & Cab.
interested . . . . . Cosmetology
invitation . . . . . Baking

joint . . . . . Welding

knowledge . . . . . Auto Body

landscape . . . . . Orna. Hort.
large . . . . . Comml. Foods
lathe . . . . . Machine Shop
license . . . . . Electrical
light . . . . . Graphic Arts
load . . . . . Graphic Arts
loose . . . . . Paint. & Dec.

machine . . . . . Machine Shop
maintain . . . . . Auto Mech.
manual . . . . . Auto Mech.
match . . . . . Paint. & Dec.
material . . . . . Drafting
meal . . . . . Comml. Foods
measure . . . . . Carp. & Cab.
mechanic . . . . . Air Cond. & Refr.
melt . . . . . Welding
menu . . . . . Comml. Foods
month . . . . . Cosmetology
muslin . . . . . Upholstery

natural . . . . . Orna. Hort.
noisy . . . . . Graphic Arts
nurse . . . . . Health Occs.

obey . . . . . Graphic Arts
occupation . . . . . Health Occs.
office . . . . . Air Cond. & Refr.
operation . . . . . Machine Shop
operator . . . . . Machine Shop
order (1) . . . . . Auto Mech.
order (2) . . . . . Health Occs.
organization . . . . . Graphic Arts
other . . . . . Drafting

patience . . . . . Carp. & Cab.
patient . . . . . Health Occs.
pattern . . . . . Fash. Occs.
pay attention . . . . . Machine Shop
people . . . . . Health Occs.
picture . . . . . Fash. Des.
piece . . . . . Fash. Des.
portion . . . . . Comml. Foods
power . . . . . Diesel Mech.
practical . . . . . Health Occs.
prepare . . . . . Comml. Foods
private . . . . . Orna. Hort.
product . . . . . Baking
process . . . . . Welding
protect . . . . . Paint. & Dec.
public . . . . . Orna. Hort.

receive . . . . . Orna. Hort.
recipe . . . . . Comml. Foods
regular . . . . . Electrical
remove . . . . . Upholstery
repair . . . . . Auto Body
replace . . . . . Upholstery
require . . . . . Electrical
responsible . . . . . Comml. Foods
right . . . . . Graphic Arts
rough (1) . . . . . Paint. & Dec.
rough (2) . . . . . Comml. Art

safety . . . . . Machine Shop
sample . . . . . Fash. Des.
sanitary . . . . . Baking
satisfy . . . . . Paint. & Dec.
science . . . . . Air Cond. & Refr.
select . . . . . Comml. Foods
service (n) . . . . . Cosmetology
service (v) . . . . . Diesel Mech.
several . . . . . Comml. Arts
shampoo . . . . . Cosmetology
simple . . . . . Machine Shop
skill . . . . . Auto Mech.
smooth . . . . . Paint. & Dec.
socket . . . . . Electrical
solve . . . . . Plumbing
source . . . . . Diesel Mech.
special . . . . . Upholstery

start . . . . . Comml. Art
steady . . . . . Cosmetology
straighten . . . . . Auto Body
study . . . . . Drafting
style . . . . . Cosmetology
summer . . . . . Air Cond. & Refr.
surface . . . . . Paint. & Dec.
system . . . . . Electrical

temperature . . . . . Baking
together . . . . . Carp. & Cab.

unit . . . . . Plumbing
usually . . . . . Plumbing
utensil . . . . . Baking

variety . . . . . Electrical
vehicle . . . . . Auto Body
vertical . . . . . Welding

whole . . . . . Diesel Mech.
workbench . . . . . Upholstery
wrong . . . . . Plumbing

VOCABULARY WORDS LISTED BY UNITS

Unit No.	
1. Auto Body	damage
	automobile
	straighten
	decision
	estimate
	vehicle
	repair
	knowledge
	construction
	business
2. Auto Mechanic	maintain
	order (1)
	skill
	diagnose
	adjust
	ability
	manual
	catalog
	every
	charge
3. Baking	product
	invitation
	delicious
	sanitary
	utensil
	ingredient
	yeast
	temperature
	dough
	consumer
4. Carpentry and Cabinet making	furniture
	fasten
	together
	different
	build
	frame
	install
	patience
	measure
	accurate
5. Electrical Trades	socket
	system
	equipment
	appliance
	regular
5. Electrical Trades (cont'd)	defect
	require
	danger
	license
	variety
6. Fashion Design	design (n)
	clothes
	always
	pattern
	piece
	create
	idea
	garment
	picture
	sample
7. Commercial Foods	enjoy
	meal
	prepare
	large
	menu
	responsible
	select
	portion
	recipe
	increase
8. Health Occupations	occupation
	hospital
	nurse
	duty
	order (2)
	practical
	patient
	people
	calm
	emergency
9. Ornamental Horticulture	receive
	greenhouse
	florist
	arrangement
	landscape
	public
	private
	include
	area
	natural

Unit No.	
10. Plumbing	guess
	wrong
	answer
	assemble
	early
	unit
	fixture
	usually
	solve
	customer
11. Painting and Decorating	apply
	coat
	surface
	decorate
	protect
	loose
	rough (1)
	smooth
	match
	satisfy
12. Machine Shop	machine
	operator
	simple
	difficult
	lathe
	drill press
	operation
	daily
	safety
	pay attention
13. Upholstery	imagine
	comfortable
	replace
	fabric
	workbench
	special
	remove
	cover
	muslin
	covering
14. Welding	common
	process
	basic
	arc
	joint
14. Welding (cont'd)	vertical
	horizontal
	melt
	industry
	coordination
15. Graphic Arts	country
	load
	control
	huge
	right
	light
	noisy
	obey
	employed
	organization
16. Air Conditioning & Refrigeration	summer
	degree
	mechanic
	central
	display
	office
	factory
	science
	connect
	fault
17. Commercial Art	communication
	design (v)
	illustrate
	start
	several
	rough
	choose
	complete
	important
	attract
18. Drafting	almost
	decide
	material
	study
	detailed
	drawing
	exact
	other
	carefully
	check

19. Cosmetology	interested
	style
	shampoo
	service (n)
	close
	contact
	friendly
	adult
	steady
	month
20. Diesel Mechanics	engine
	fuel
	source
	power
	service (v)
	depend
	whole
	apart
	begin